

JOB POSTING

**DMHAS - Connecticut Mental Health Center
Mental Health Assistant 2- CM #44354**

PLEASE NOTE: The location, fax number and e-mail information to send responses to postings has changed. Responses to postings must be sent to the facility where the vacancy exists; therefore, it is important to follow the specific application instructions at the bottom of this posting.

Location: 34 Park Street, New Haven, CT 06519
Program/Unit: Community Support Program/Recovery Pathways
Shift/Schedule/Hours: 35 hours/week; Monday-Friday – 8:30am to 4:00pm with rotation to 11:00am to 6:30pm approximately once per week
Salary: \$45,578.00 - \$60,929.00 Annually
Posting Date: Monday, March 16, 2015 **Closing Date:** Sunday, March 22, 2015

Duties include, but are not limited to: The MHA 2 on the Community Support/Recovery Pathways Team will provide rehabilitative case management to adults with serious behavioral health issues. Will provide most services in the community. The MHA 2 will administer functional and other types of assessments to identify and track client learning needs over time. Will develop and maintain collaborative relationships with community service providers, families and significant others in partnership with assigned clients. Specific duties will include the provision of individual supportive counseling and group work, with a focus on modeling and teaching the skills needed by assigned clients in order to manage independent living. Will collaborate with clients and other care providers to develop and monitor person-centered treatment and recovery plans. Will facilitate client linkage to agency Wellness Center and Behavioral Health Home Unit, as well as other community health care providers; accompanying and/or transporting clients to appointments as needed and assuring communication of essential follow-up information to other members of the client's treatment team. Will complete contact notes and other required forms of documentation in accordance with agency and regulatory requirements. Will identify and monitor client risk factors and will collaborate in the development and monitoring of crisis response plans as indicated. The successful candidate will have experience working with adults in an outpatient behavioral healthcare setting and will demonstrate a commitment to the values and practice of recovery-oriented service provision.

Special Requirements: Must possess and retain a current motor vehicle operator's license. Travel required.

Eligibility Requirement: Candidates must have applied for and passed the Mental Health Assistant 2 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates** (example: Mental Health Assistant 2 applying to a Mental Health Assistant 2 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed.
2. **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

**PLEASE SEND APPLICATIONS TO:
DMHAS – Connecticut Mental Health Center**

**ATTN: Donna Zwilling, Human Resources Assistant, FAX: (203) 974-7637
34 Park Street, New Haven, CT 06519
Email : donna.zwilling@ct.gov**

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at <http://www.ct.gov/dmhas/cwp/view.asp?a=2904&q=420408>

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities persons with disabilities and in recovery are encouraged to apply. **(NP-6)**